

Mental Health and Intellectual Developmental Disabilities (MH-IDD)

Participant Training

Random Moment Time Study

What is Random Moment Time Study (RMTS)



- ☐ Measures the participant's time performing work activities.
- ☐ The "Moment" represents one minute of time.
 - The participant should only respond to what activity was being done at the exact time their moment occurs.
 - Do not include a summary of job duties for the day or job description.
 - Do not list multiple activities.
- ☐ Statewide time study sample.
 - The participant will still respond to their moment if providing services outside of their entity by including the name of the entity they are providing the services for.

Contacts – Participants



Participants

- ☐ Required to be trained annually (before their first moment occurs for the FFY).
 - Participants are trained by the HHSC trained RMTS contact.
- ☐ Must answer each of the questions in the sampled moment.
 - Failure to enter the information will disqualify the moment.
- ☐ Notified of their sampled moment 3 days in advance.
 - Enter response within 5 business days of moment.
 - Reminders sent to participants via e-mail at 24, 48, & 72 hrs.
 - Primary RMTS Contact is copied on the 72- hour reminder.
- ☐ Receives email from coders if follow-up information is needed.
 - Participant is required to respond within 3 business days from receipt of e-mail.
 - Primary RMTS Contact will be copied on the e-mail.



RMTS Moment Notification

rom: @fairbanksllc.com	
o:	A Cc & Bcc
Medicaid Random Moment Time Study AJ22	
lame: I District District Contact: EMTS Category: Outreach Worker (MAC ONLY) Eandom Moment: 10:56 AM on 04/14/2022	

You have been selected to participate in the Random Moment Time Study (RMTS) which is a brief online survey on behalf of your school District. Your participation is mandatory and assists your school District in obtaining reimbursement for school-based health and outreach activities.

In order to complete the Random Moment Time Study, you will need to go to www.fairbanksllc.com and select CLIENT LOGIN (in upper right hand corner). You will then need to login with the information below and answer three simple questions to report the activity you were performing at your sampled moment of 10:56 AM on 04/14/2022.

User Name:	
Password: '	

If you need any assistance or have any questions, please contact your District Contact listed above or the Fairbanks support line at (888) 321-1225 or at info@fairbanksllc.com. Sent from Mail for Windows

RMTS Moment – Fairbanks LLC







RMTS Moment – Login



User Name:	
Your Password:	
	Login
Forgot your pass	word? Reset it here: Reset Password
For Texa	s Cost Report users, please <u>click here</u>

For questions, please contact Fairbanks Client Information Center: (888) 321-1225 or info@fairbanksllc.com

For ICF/ID, HCS/TxHmL and CPC questions, please contact: (877) 354-3831

For Kentucky Medicaid SBHS Cost Report questions, please contact: (866) 303-7501

For Missouri SDAC questions, please contact: (877) 285-0388

For Nebraska questions, please contact: (877) 219-1316

For New Mexico MSBS questions, please contact: (877) 340-1453

For New Mexico HSD sister agency questions, please contact: (877) 354-3842

© 2022 Fairbanks LLC. All Rights Reserved



Random Moment Time Study

Welcome to the Random Moment Time Study. Your participation in the random moment Time Study is an integral component for your program to receive Federal reimbursement and should only take a few minutes to complete.

Please complete the following screen indicating the activity that you were performing during your sampled date and time, providing as much detail as possible. If you have any questions, do not hesitate to contact the Fairbanks Client Information Center at (888) 321-1225.

Start Random Moment Time Study

Your Profile (Edit)

Name:

Email: (

Program:

MAC Category: Speech Language Pathologist -

Licensed (SLP)

Reference Materials

RMTS Information Website (TX - HHSC)

Do You Need Help?

For any additional questions, please contact the Fairbanks Client Information Center at (888) 321-1225.



RMTS Moment - Instruction Screen



Welcome, (Logout

Random Moment Time Study

RMTS Training & Completion Instructions

You have been selected to participate in the Random Moment Time Study on behalf of your organization. You are required to complete the following Time Study questionnaire, which will ask you several questions that you will answer for your sampled date and time. The specific information that you provide on the Time Study is not shared with your organization, however it is reviewed by Fairbanks personnel and coded for Medicaid reimbursement purposes. As a result, it is important that you complete the Time Study accurately.

The following provides guidance on the accurate completion of the Time Study:

- 1. Please keep in mind that you are responding for one precise minute in time.
- Choices are provided for your convenience. If you do not see a response that applies, click "other" and provide details.
- 3. If you use acronyms in the description of your activity, please provide a definition of the acronym.
- If you were with a child, Do not provide client-specific names, instead your response can state that you were working with a child or group of children.
- 5. Some responses do not provide enough description. Examples of unacceptable responses:
 - "I was doing my job."
 - "I was completing my job responsibilities."
 - "I was completing this time study form."
- If insufficient information is provided, you will receive a follow-up email or phone call requesting more information.
- 7. If you are travelling at the selected moment, please associate the time spent travelling with the activity you will be performing when you are done travelling. For example, travelling to a direct service appointment, the travel time is reported as direct service.
- The term caregiver includes all individuals who are responsible for the child's safety and well being throughout the day. Examples: Parent, foster parent, extended family, daycare provider.
- Time spent travelling to or from the activity is considered a part of that activity. For example, travel to a child's home to provide case management is considered as time spent providing case management.
- 10. Time spent preparing for the activity and documenting the activity are to be considered a part of that activity. For example, collecting the necessary forms in preparation of an evaluation is considered time spent performing the evaluation.

Please click on the button below to continue.

Continue to Random Moment Time Study

Your Profile (Edit)
Name:
Email:
Program:
(ECI)
MAC Category: Early Intervention Specialist
(EIS)

Reference Materials

Do You Need Help?
For any additional questions, please contact the Fairbanks Client Information Center at (888) 321-

Moment – MHIDD Questions



- ☐ WHY were you doing it?
 - WHAT other services?
 - ☐ WHERE do they reside?



MHIDD Moment Response – Question #1 "What were you doing?"

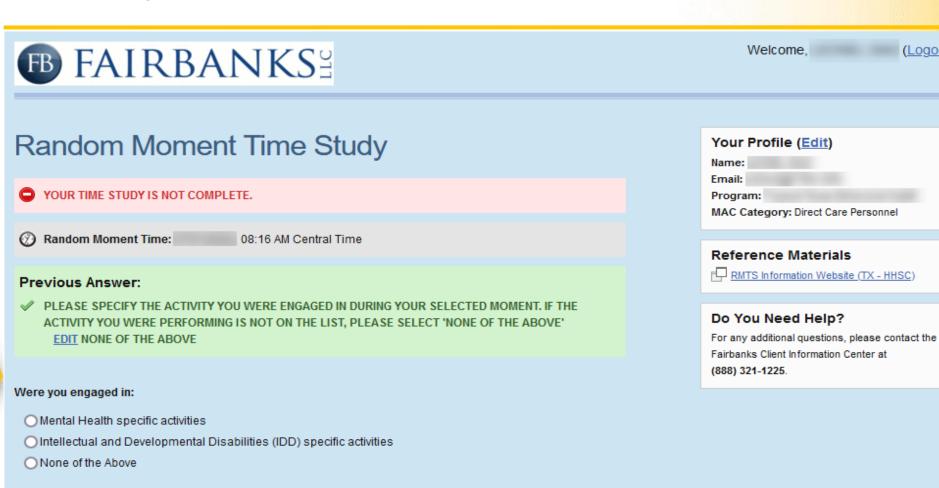


Dandom Mamont Time	Ctudy	Your Profile (Edit)
Random Moment Time	Study	Name:
O YOUR TIME STUDY IS NOT COMPLETE.		Email: Program: 1
		MAC Category: Direct Care Personnel
Random Moment Time: , 08:16 AM Cent	tral Time	
		Reference Materials
Please specify the activity you were engaged in during	your selected moment. If the activity you were	RMTS Information Website (TX - HHSC)
performing is not on the list, please select 'None of the	Above'	
Abnormal Involuntary Movement Scale (AIMS)	O Not at work	Do You Need Help?
O Application for funding or monetary assistance	Outreach @	For any additional questions, please contact the Fairbanks Client Information Center at
○ Befriending/engagement/rapport building ②	OPolicy development and program planning ②	(888) 321-1225.
OBreak	O Quality assurance/improvement/management @	
Client rights 2	Referral and linking to services	
O Court testimony	Residential services 2	
OFinancial assistance 🕖	Screening	
O General administrative function ②	Service provider network - including contractors 🤡	
OIntake 🕖	O Service provider relations	
OInteragency Coordination 🕖	◯ Staff supervision ②	
Lunch	◯ Staff training ②	
○ Medical services ②	○ Translation	
Meeting/staffing	○ Transportation ②	
Money Follows the Person (MFP) services	Outilization management/review	
○ Monitoring ②	O None of the Above	

MHIDD Moment Response – Question #1, "None of the above"



Next



(Logout

MHIDD Moment Response – Question #1 "None of the above – MH Specific Activities"



FB FAIRBANKS		welcome, (<u>Lc</u>
Random Moment Time S	Study	Your Profile (Edit) Name:
O YOUR TIME STUDY IS NOT COMPLETE.		Email: Program:
Random Moment Time: 08:16 AM Centr	al Time	MAC Category: Direct Care Personnel Reference Materials
Previous Answer:		Do You Need Help?
What type of Mental Health specific activities did you pelist, please select 'None of the Above'	rform? If the activity you were performing is not on the	For any additional questions, please contact Fairbanks Client Information Center at (888) 321-1225.
Case Management - Routine or Intensive Consumer Peer Support Counseling Crisis Follow-up and Relapse Prevention Determination of Medical Necessity Discharge planning or ATP from a state hospital Engagement Activity Extended Observation Family Case Management Family Partner Family Training	Parent Support Group Pharmacological Management Pre-Admission Assessment Psychiatric Diagnostic Interview Examination Rehabilitative services Respite Services Safety Monitoring Supplemental Nursing Services Supported Employment Supported Housing None of the Above	
Next		

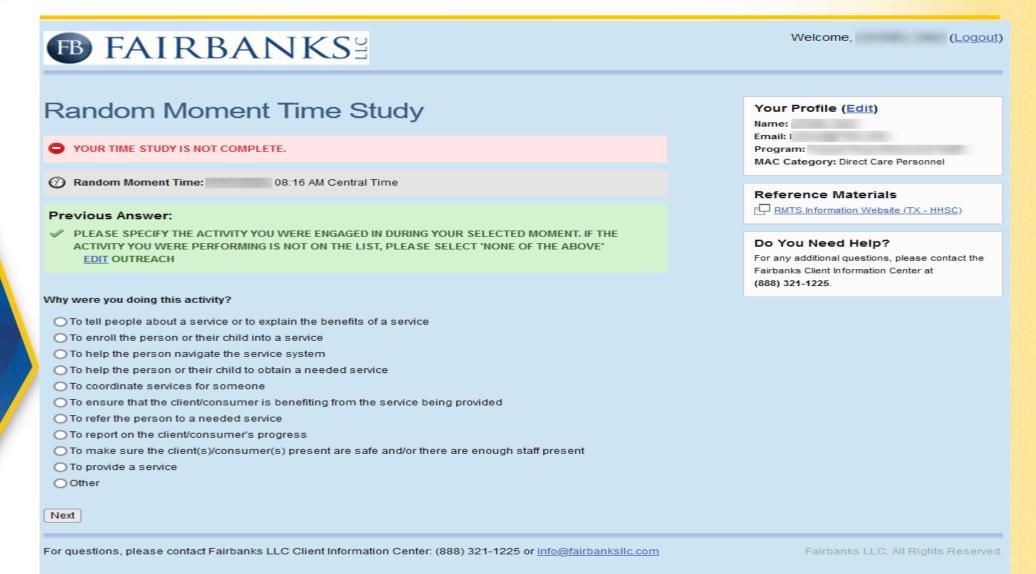
MHIDD Moment Response – Question #1 "None of the above – IDD Specific Activities"





MHIDD Moment Response – Question #2 "Why were you doing this activity?"





Response – Question #2 Why were you doing this activity?

To tell someone about a service or to explain the benefits of a service Is the person or their child already receiving services from your agency?

Yes No

Is the recipient or potential recipient under the age of 21?

Yes

No

Identify the service (prompts service list)

☐ To enroll the person in a needed service

Is the recipient or potential recipient under the age of 21?

Yes

No

Identify the service (prompts service list)

☐ To help the person navigate the service system

Is the recipient or potential recipient under the age of 21?

Yes

No

Identify the service (prompts service list)



Response – Question #2 Why were you doing this activity?



```
☐ To help the person obtain a needed service
            Is the recipient or potential recipient under the age of 21?
                         Yes
            Identify the service (prompts service list)
To coordinate services for someone
            Is the recipient or potential recipient under the age of 21?
                      Yes
           Identify the service (prompts service list)
☐ To ensure the benefit of provided services
            Is the recipient or potential recipient under the age of 21?
                      Yes
                                      No
           Identify the service (prompts service list)
☐ To refer the person to a needed service
       Is the recipient or potential recipient under the age of 21?
                      Yes
                                      No
```

Identify the service (prompts service list)

Response – Question #2 Why were you doing this activity?



```
☐ To report on the person's progress
        Is the recipient or potential recipient under the age of 21?
                    Yes
            Identify the service (prompts service list)
☐ To ensure the person's safety and adequate staff
        Is the recipient or potential recipient under the age of 21?
                      Yes
           Identify the service (prompts service list)
☐ To provide a service
        Is the recipient or potential recipient under the age of 21?
                      Yes
                                      No
           Identify the service (prompts service list)
☐ Other (text box)
       (Explain why you were performing the activity)
```

MHIDD Moment Response – Question #2, Pt 2 "Is this person or child already receiving services?"



FB FAIRBANKS:	Welcome, (<u>Logout</u>)
Random Moment Time Study Our Time STUDY IS NOT COMPLETE.	Your Profile (Edit) Name: Email: Program: MAC Category: Direct Care Personnel
Random Moment Time: , 08:16 AM Central Time	Reference Materials
Previous Answer:	Do You Need Help? For any additional questions, please contact the Fairbanks Client Information Center at (888) 321-1225.
S the person or their child already receiving services from your agency? Yes No Next	(433) 527 1225
For questions, please contact Fairbanks LLC Client Information Center: (888) 321-1225 or info@fairbanksllc.com	Fairbanks LLC. All Rights Reserved.



Service List

Academic / GED / school

Assistive technology services/devices

Audiology

Basic Service Coordination

Case Management routine or intensive

Community Living Options information process

Community Services (hover over) respite, employment asst., nursing, day habilitation, vocational training, etc.

Consumer Peer Support

Continuity of Services – IDD

Counseling

Crises Follow-up

Day Activity and Health Services (DAHS)

Day Care

Dental Care

Early Childhood Intervention

Employment/Vocational

Extended Observation

Family Case Management

Family Partner

Family Training

Genetic Counseling

HCS

(cont'd) Service List



Head Start

Home Health Care/DMEPOS

Homelessness/PATH

Hospice

Hotline

Housing

ICF-IDD/RC

In Home Family Support

Inventory of Client & Agency Planning

Legal

Medicaid Estate Recovery Program

Medical (hover over) hospital, lab, medication, nursing, physician, x-ray

Nutrition

Occupational Therapy

Parenting classes

Parenting Support Group

Permanency Planning

Physical therapy

Rehabilitation Services (hover over) Crises Intervention, Medication training and support, Psychosocial Rehab, Day programs acute need, Skills training and development

(cont'd) Service List

Residential services (hover over) Crises residential treatment, Crises Stabilization Unit, Residential treatment dependency, ICF-IDD/RC, HCS, Family Living, Residential Living, Contracted Specialized Residences

Substance us dependency

Supplementation

Psychology

Respite

Safety Monitoring

Service Authorization and monitoring

Service Coordination – HCS or TxHmL

Speech therapy

Substance use, substance abuse, chemical dependency

Supplemental Nursing Services

Supported Employment

Supported Housing

Transportation

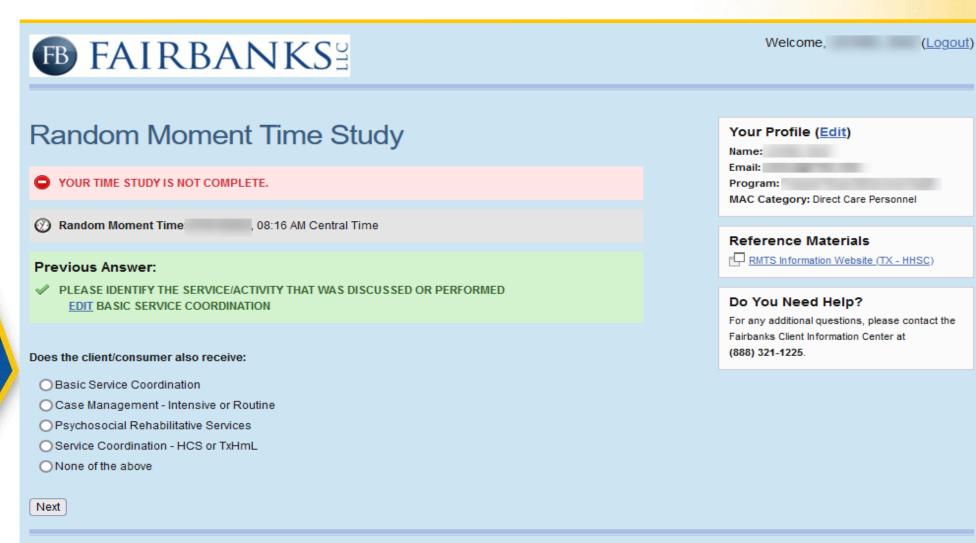
TxHmL

None of the above



MHIDD Moment Response – Question #3 "Does the client/consumer also receive?"



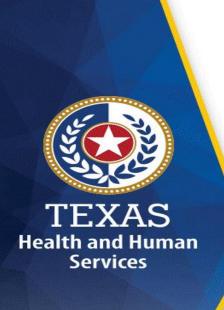


Moment – Question #3 What other services?



```
☐Basic Service Coordination
       Yes
           No
☐ Case Management – Intensive or Routine
       Yes
                 No
☐ Psychosocial Rehabilitative Services
                 No
       Yes
☐ Service Coordination – HCS or TxHmL
       Yes
                 No
☐ None of the above (text box)
```

MHIDD Moment Response – Question #4 "Is the client/consumer currently admitted to, enrolled in or residing in:?"



FB FAIRBANKS	Welcome, (<u>Logout</u>
Random Moment Time Study	Your Profile (<u>Edit</u>) Name:
O YOUR TIME STUDY IS NOT COMPLETE.	Email: Program:
Random Moment Time: 08:16 AM Central Time	MAC Category: Direct Care Personnel
Previous Answer:	Reference Materials RMTS Information Website (TX - HHSC)
✓ DOES THE CLIENT/CONSUMER ALSO RECEIVE: <u>EDIT</u> CASE MANAGEMENT - INTENSIVE OR ROUTINE	Do You Need Help? For any additional questions, please contact the Fairbanks Client Information Center at
Is the client/consumer currently admitted to, enrolled in, or residing in:	(888) 321-1225.
Correctional facility Constitution of the second later and the second	
○ Early Childhood Intervention ○ General medical hospital ②	
OHCS	
OICF-IDD/RC	
 Inpatient psychiatric treatment or substance abuse facility of 17 or more beds 	
ONorthSTAR	
O Nursing facility O DATE:	
○ PATH ○ TxHmL	
None of the above	
Next	
For questions, please contact Fairbanks LLC Client Information Center: (888) 321-1225 or info@fairbanksllc.com	Fairbanks LLC. All Rights Reserved

Response – Question #4 "Is the client/consumer currently admitted to, enrolled in or residing in:?"



	Correctional facility
	(hover over) Includes jail, detention center, boot camp
	Early Childhood Intervention
	General Medical Hospital
	(hover over) Does not include day surgery or the emergency room
	HCS
П	ICE-IDD/RC

(hover over) Includes State Supported Living Centers

Is the consumer within 180 days of discharge?

Yes No

Are they being discharged to an inpatient psychiatric treatment or substance abuse facility, a correctional facility, nursing facility or State Supported Living Center?

Yes No

Response – Question #4

"Is the client/consumer currently admitted to, enrolled in or residing in:?"



☐ Inpatient psychiatric treatment or substance abuse facility of 17 or more beds		
□NorthSTAR		
☐ Nursing facility (hover over) Nursing home		
Are they within 180 days of discharge?		
Yes No		
Are they being discharged to an inpatien substance abuse facility, a correctional facility. Supported Living Center, or nursing facility.	acility, ICF-IDD/RC, State	
Yes No		
□PATH		
□TxHmL		
None of the above		

Time Study Completion – MHIDD "Certify/Submit"





Your Profile (Edit) Name: Email: Program: MAC Category: Direct Care Personnel Reference Materials RMTS Information Website (TX - HHSC)

(Logout)

Welcome,

For any additional questions, please contact the Fairbanks Client Information Center at (888) 321-1225.

Do You Need Help?

Time Study Completion – MHIDD "Print" Receipt



Welcome.

(Logout)

Random Moment Time Study

CONGRATULATIONS LEONEL DIAZ, YOU HAVE COMPLETED THE TIME STUDY!

Random Moment Time: 08:16 AM Central Time

Print | Confirmation Receipt

Thank you for participating in the MAC time study! You have now completed the necessary steps required for participation. We appreciate your participation in this important program. You may now logout or close this window.

Do You Need Help?

Fairbanks Client Information Center at (888) 321-1225.

Reference Materials

Your Profile

Name: Email:

Program:

RMTS Information Website (TX - HHSC)

MAC Category: Direct Care Personnel

For any additional questions, please contact the



For questions, please contact Fairbanks LLC Client Information Center: (888) 321-1225 or info@fairbanksllc.com

Fairbanks LLC. All Rights Reserved.

Time Study Completion – MHIDD "Confirmation" Receipt



FB FAIRBANKS
Random Moment Time Study
, YOUR MAC TIME STUDY IS COMPLETE AND WAS CERTIFIED BY FAIRBANKS AT 08:39 AM CENTRAL TIME.
Random Moment Time: 08:16 AM Central Time
Here are your answers: Please specify the activity you were engaged in during your selected moment. If the activity you were performing is not on the list, please select 'None of the Above' Monitoring
Why were you doing this activity? To tell people about a service or to explain the benefits of a service
Is the person or their child already receiving services from your agency? Yes
Is the recipient or potential recipient(s) of this service under the age of 21? Yes
Please identify the service/activity that was discussed or performed Basic Service Coordination
Does the client/consumer also receive: Case Management - Intensive or Routine
Is the client/consumer currently admitted to, enrolled in, or residing in: HCS
Print

Your Profile Name: Email: Program: MAC Category: Direct Care Personnel Reference Materials PMTS Information Website (TX - HHSC) Do You Need Help? For any additional questions, please contact the Fairbanks Client Information Center at (888) 321-1225.

Welcome, (Logout)

Questions and Contact Information



Time Study:

(737) 867-7794

- Sarah Hollister- Director
- Ri-Chard Thomas Team Lead
- Alexandra Young Rate Analyst

E-Mail Address:

TimeStudy@hhs.texas.gov

Website:

https://pfd.hhs.texas.gov/time-study/time-study-mental-healthintellectual-and-developmental-disability-mhidd

Fairbanks, LLC: (888) 321-1225

info@fairbanksllc.com



Thank you!!!©

Time Study Unit

Time Study Unit